



# City Update

News and Information for City of Saint Paul Employees

May 21, 1999

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### Mayor

Norm Coleman

### Council Members

Jerry Blakey

Christopher Coleman

Michael Harris

Jay Benanav

Jim Reiter

Dan Bostrom

Kathy Lantry



### Y2K: Be Prepared

Mayor Norm Coleman recently met with representatives from Saint Paul's District Councils to discuss community preparations for the Year 2000.

## Saint Paul Police: Avoid Being a Victim of Theft

Warm weather brings an increased amount of activity at Saint Paul's shopping centers, parks and other areas where people meet for business and recreation. The Saint Paul Police Department would like to offer a few tips to help residents avoid being victimized by thieves who prowl around parking lots and unattended automobiles.

"Thieves who steal from parked cars are opportunists," said Commander Lisa McGinn of the Eastern Patrol District. "The best way to prevent them from stealing property is to remove the easy opportunities."

Here are a few tips that will help you avoid automobile break-ins:

### Avoid Being A Victim: Be Prepared, Be Alert

- ✍ Don't give thieves an easy opportunity or reason to break into your automobile.
- ✍ Be on the look-out for suspicious people who seem to be loitering around parked automobiles.
- ✍ If you see suspicious people or behavior, take note of the person's gender, race, age, clothing, physical size, automobile license, type and color (if the leave or arrive in an automobile) and any other information that would aid in the apprehension, and call the police.

- ✍ Lock your car doors and roll up your windows. Do not give a thief an easy opportunity to enter and search through your automobile.
- ✍ Never leave valuables, such as cell phones, purses, wallets or luggage in plain view. This is an open invitation for a thief to break into your automobile.
- ✍ If you must leave valuables in your automobile, lock them in the trunk, before you reach your destination. Better yet, carry your valuables with you.

*Saint Paul*  
Celebrating 150 Years

## Repetitive Strain Injury (RSI): Are You At Risk?

Are you required to perform repetitive motions with your hands and wrists, such as keyboarding, data entry, or turning screws?

With more and more employees using keyboards and performing more technical and service oriented jobs, the number of repetitive strain injuries (RSIs) is increasing. The symptoms of RSIs often take many years to appear, and some physical conditions such as alcoholism, diabetes, rheumatoid arthritis, gout, and third-trimester pregnancy, increase your risk of RSI. Here are some "preventive maintenance" tips:

- ✓ Do some warm-up and stretching exercises before work.
- ✓ Keep your hands and feet warm and relaxed.
- ✓ Give your hands and wrists rest breaks.
- ✓ Rotate tasks.
- ✓ Maintain good posture; get up and walk around on occasion; stretch now and then.
- ✓ Use electric can openers, staplers, etc., if possible.

**Remember:** smoking impairs blood circulation; how you choose to think and behave in stressful situations also affects your blood pressure and circulation.

**The best treatment is always prevention. Do what you can NOW to lessen your risk of developing an RSI!**

There are no cures for RSIs, but there are measures we can take to minimize the pain associated with them.

Oftentimes, a workplace assessment is done and will involve raising or lowering a computer monitor, adjusting lighting, getting a foot rest, having the chair you use adjusted or replaced, moving a phone or printer, adding a keyboard pad, using a lumbar support behind your back, or adjusting equipment to lessen glare from a nearby window.

Contact Roger Schwagmeyer, Safety/ADA Coordinator, at 651-266-8891 for an individual workplace assessment.

## Your Credit Union Wants To Get You On The Road

When you're ready to purchase a new or used vehicle, let your Credit Union help you get the most for your money.

City & County Credit Union (CCCU), the Credit Union for City of Saint Paul employees and their families, has several services available to our members when it comes to car shopping.

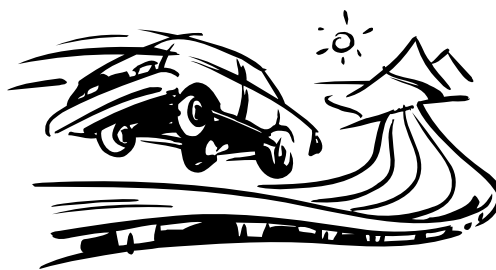
Our Car Search service allows members to obtain the dealer's price, cost of options and the manufacturer's mark-up for the new vehicle they're interested in. CCCU can also check the NADA book value of used vehicles.

When the time comes to buy, whether it be a 1999 Pontiac or a 1994 Honda, CCCU offers the same low interest rate for new or

"new to you" vehicles. If you prefer the flexibility of a lease,

we offer the Payment Shaver loan that works like the dealership's popular leases.

You can even apply for your loan over the phone by calling our TeleCenter at 651-225-2700 (TDD 651-225-2761). After hours loans can be processed 24 hours a day by calling 1-800-655-2497. You can also apply through our web site at [www.cccu.com](http://www.cccu.com).





## Let's Be Careful Out There *Prevention of Violence Task Force Update*

In the normal course of conducting city business, any city employee could be faced with violence. The City's Prevention of Violence Task Force has met to look at the issue of violence in the workplace. Some work that the task force has completed includes:

**Training and Issues Checklist:** Early in April, City department and office directors were provided with a training and issues checklist that inventories training needs and workplace concerns.

**Violence Prevention Training Program:** Task force members Roger Schwagmeyer and Chris Bogut are looking at the current violence prevention training provided by Ramsey County to its employees. Ramsey County has indicated a willingness to provide help in a "train the trainer" session for designated City staff. The county's program could be tailored to fit the City's particular needs.

**Hostile Encounter Form:** The task force developed a Hostile Encounter Form (including written instructions) to be used in the event of violence by an individual who is not a City employee against a City employee while on City business. Alert procedures are being developed and reporting records will be maintained by the Citizen Service Office.

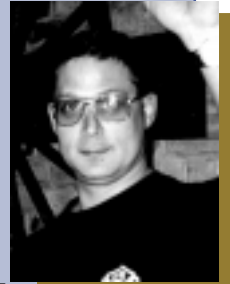
**Your Input is Needed:** The task force and each city department are looking for your input regarding the type of training in violence prevention that may be needed, given the particular security problems of your City work location. Please provide suggestions and recommendations to your supervisor.

The Prevention of Violence Task Force was formed in response to the tragic death of Don Juenemann, a City Housing Inspector on Christmas Eve 1997. The task force is comprised of representatives from Mayor Coleman's staff and representatives from most of the City's unions. The overall goal of the task force is to improve the safely conditions of all City workers and employee safety in the workplace.

**Don't become a victim of workplace violence, become trained in identifying hostile situations, and how to avoid or mitigate them.**

## *Employee Spotlight*

Tim Butler, Saint Paul Fire Communications Chief and Deputy Director of Emergency Management, just returned from 23-days of military duty in Stuttgart, Germany assisting with military operations and humanitarian relief efforts in the Balkans.



Tim was selected because he is one of only a dozen reservists trained and experienced in forward deployment for transportation and logistics management.

During his duty, Tim helped manage the logistics operations and transportation assets to ensure that materials, supplies, munitions, personnel and humanitarian aid arrive at the right place in the right amount and at the right time.

"The refugee situation is appalling, an absolute human tragedy. The danger and incredible hardships those people have gone through are nearly beyond belief," Tim said. "I hope the ethnic cleansing ends soon and that the refugees can return to a normal life in their own towns and homes. However, I'm afraid for most of them, their lives have been permanently changed, and that they will never fully recover from this tragedy."

He added that his experiences in emergency management came into sharper focus because of the enormity and severity of the large-scale crisis.

This is not the first time Tim has been involved in a large-scale military operation. He also served in the invasion of Grenada and subsequent peacekeeping mission, the EXXON Valdez clean-up, and Operation Desert Fox.

## Memorial Japanese Garden Opens for the Season

The Como Ordway Memorial Japanese Garden located at Como Park Conservatory has opened for the season. The Japanese Garden, designed by ninth-generation master gardener Masami Matsuda, is a symbol of peace and friendship that exists between sister cities Saint Paul and Nagasaki, Japan.

Visitor may view the garden from 10 a.m. to 6 p.m. daily through the end of September. Volunteer interpretive guides are available to explain many of the cultural and botanical considerations that contribute to create this outdoor garden.

The admission donation is \$1 for adults, 50 cents for seniors and youth, free for children 5 and under. For more information, contact the 24-hour Infoline at 651-487-8200.

### *City Update*

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*City Update* is a bi-weekly newsletter for City employees published by the Citizen Service Office of the city of Saint Paul. Submission deadline is noon on Tuesday, one week before payday. Call 266-8528 for information or for a calendar.

## 150 Trivia...150 Trivia...150 Trivia

### May 21 Trivia

Q: Which Saint Paul park contains the Detrich Lange Bird Sanctuary?

### Answer to May 7 Trivia

Q: Who is the sculptor of the statue of F. Scott Fitzgerald in Rice Park?

A. **Michael Price**

## Job Openings as of May 21, 1999

Application Deadline	Job Title	Bi-Weekly or Hourly Salary Rate	Exam Date
06/10/99	Benefits Specialist	\$1252.02	06/10/99
Open	Clerk -Typist II	\$867.58	TBN
06/04/99	Clerk IV ( <b>prom</b> )	\$1115.57	06/16/99
Open	Communications Technician	\$1359.09	TBN
Open	Communications Technician Trainee	\$1111.53	TBN
06/01/99	Elementary School Clerk ( <b>full time/10 months</b> )	\$1095.00	06/09/99
06/17/99	Fire Fighter	\$36,269.00	08/06/99
Open	House Custodian I ( <b>part-time</b> )	\$7.00 per hr	TBN
Open	IS Information/Technical Analyst I	\$1139.99	TBN
Open	IS Information/Technical Analyst II	\$1326.60	TBN
Open	IS Information/Technical Analyst III	\$1470.98	TBN
Open	IS Systems Support Specialist I	\$1030.42	TBN
Open	IS Systems Support Specialist II	\$1089.46	TBN
Open	IS Systems Support Specialist III	\$1326.60	TBN
Open	Labor Relations Manager	\$2182.22	TBN
06/02/99	Lead Compensation Technician ( <b>prom</b> )	\$1455.46	06/08/99
Open	Library Associate ( <b>part-time</b> )	\$1086.23	Quals
05/24/99	Network Specialist	\$1742.96	05/28/99
05/25/99	Network Technician I	\$1424.00	05/27/99
Open	Park Aide ( <b>seasonal/part-time</b> )	\$6.88 per hr	Quals
Open	Recreation Leader ( <b>part-time</b> )	\$8.08 per hr	Quals
06/02/99	Substitute School Clerk ( <b>full-time/10 months</b> )	\$1095.00	06/11/99
Open	Ticket Sellers - RiverCentre ( <b>part-time</b> )	\$5.50 per hr (in training)	TBN
06/03/99	Water Meter Technician ( <b>prom</b> )	\$1130.94	06/09/99
Open	Water Safety Instructor & Life Guard ( <b>seasonal</b> )	\$7.75 and \$7.25	TBN

**\*\* This is walk-in examination. Do not submit a job application before the test.** Note: Call or visit the Office of Human Resources (400 City Hall Annex) to receive the official job announcement for these positions. Phone: 651-266-6500 (TTY/TDD 651-266-6501). For jobs announced after May 17, call our 24-hour job line 651-266-6502.